

**FINANCIAL MANAGEMENT
COMBAT READINESS TRAINING CENTER (CRTC)**

- 1. Objective.** This standard is published as prescribed in AFI 38-201, *Determining Manpower Requirements*. This Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description for varying levels of workload volume.
- 2. Authority.** AFI 65-series, AFM 171-series, and DFAS-DE and Air National Guard directives contain command policy and procedural for the Financial Management work center. This ANGMS has been developed in accordance with functional review procedures outlined in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.
- 3. Applicability.** This standard applies to the CRTCs located at Phelps Collins ANGB, Alpena, MI; Gulfport-Biloxi Regional Airport, Gulfport, MS; Savannah International Airport, Garden City, GA; and Volk Field ANGB, Camp Douglas, WI. This standard applies to peacetime operations only.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 4 April 1995.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 2$ (Constant Manpower).
 - e. Workload Factor. N/A.
- 5. Application Instructions.** This work center requires constant manpower of two. No other application instructions apply.
- 6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

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- 2 Attachments**
- 1. Work Center Description**
 - 2. Standard Manpower Table**

WORK CENTER DESCRIPTION

Financial Management

DIRECT:

1. BUDGET:

1.1. DEVELOPS AND PREPARES ANNUAL OPERATING BUDGET AND/OR FINANCIAL PLAN (FIN-PLAN):

1.1.1. DEVELOPS BUDGET AND/OR FIN-PLAN ESTIMATE:

1.1.1.1. REVIEWS INSTRUCTION. Reviews instruction for preparation of Operating Budget and/or FIN-PLAN.

1.1.1.2. PREPARES INSTRUCTION. Prepares instruction for accumulation of financial data by the Resource Advisor (RA) and/or Responsibility Center Manager (RCM).

1.1.1.3. ASSISTS RA/RCM WITH BUDGET. Assists RA/RCM in developing budget or FIN-PLAN estimate and narrative justification.

1.1.1.4. PERFORMS ANALYSIS. Analyzes and consolidates estimated requirement for budget and/or FIN-PLAN.

1.1.1.5. INCORPORATES CHANGE. Incorporates decision of Financial Management Board (FMB) into final budget and/or FIN-PLAN submission.

1.1.2. REVIEWS BUDGET AUTHORITY (ABA) AND ALLOTMENT DOCUMENT:

1.1.2.1. EVALUATES ANNUAL BUDGET. Reviews and evaluates annual budget and advises commander and staff of approved authority and its affect on the mission.

1.1.2.2. REVIEWS QUARTERLY ALLOTMENT. Reviews and evaluates quarterly allotment and advises commander and staff of approved authority and its effect on the mission.

1.1.2.3. COORDINATES WITH RA.

1.1.2.4. PREPARES ANNUAL INPUT. Prepares Transmittal Register Transcript (TRT) for proper recording and inputs annual ABA and/or allotment equal to approved financing.

1.1.2.5. PREPARES QUARTERLY INPUT. Prepares TRT for proper recording and inputs quarterly allotment equal to approved funding.

1.1.2.6. PREPARES ANNUAL SUPPLY AND EQUIPMENT WORKSHEET.

1.1.3. PREPARES UNFUNDED REQUIREMENT REPORT:

1.1.3.1. PREPARES INSTRUCTION. Prepares instruction for accumulation of financial data to justify action concerning budget and/or allotment.

1.1.3.2. ASSISTS RA/RCM. Assists RA/RCM in preparation of narrative justification to support unfunded report.

1.1.3.3. REVIEWS UNFUNDED JUSTIFICATION FROM RA.

1.1.3.4. COMPILES RA REQUEST.

1.1.3.5. SUBMITS RECOMMENDATION TO FINANCIAL WORKING GROUP (FWG) AND/OR FMB. Submits listing of unfunded requirements to FWG and/or FMB for approval and forwards to Air National Guard Readiness Center (ANGRC).

1.2. REVISES OPERATING BUDGET AND/OR FIN-PLAN:

1.2.1. PREPARES INSTRUCTION.

1.2.2. ASSISTS RA.

1.2.3. EVALUATES REVISION. Analyzes and summarizes revision to ensure portrayal of a realistic and balanced program when compared to the budget and/or allotment and current financial status of installation.

1.2.4. INCORPORATES CHANGE. Incorporates decision of FMB into final revised budget and/or FIN-PLAN.

1.3. EXECUTES APPROVED BUDGET/ALLOTMENT:

1.3.1. MAINTAINS LIAISON. Maintains liaison with operating organization to be familiar with their accomplishment and problem, and renders advice as to proper application of budget and/or allotment authority.

1.3.2. PERFORMS ANALYSIS. Analyzes actual accomplishment compared to planned utilization of ABA and/or allotment, evaluates fund availability to achieve balance of approved objective, and determines area where reprogramming action may be necessary.

1.3.3. ADVISES RA/RCM. Advises RA/RCM of result of analysis and makes recommendation.

1.3.4. EXAMINES PROGRAMMING AND/OR REPROGRAMMING ACTION. Examines proposed installation mission programming and/or reprogramming action to determine whether budget and/or allotment authority is sufficient, and determines if it will cause the installation to exceed budget and/or allotment authority or limitation within the authority.

1.3.5. REVIEWS REIMBURSEMENT. Reviews and analyzes anticipated reimbursement; estimates anticipated reimbursement; reviews collection action on reimbursement; requests DD Form 448, Military Interdepartmental Purchase Request (MIPR), or AF Form 616, Fund Cite Authorization; and ensures adjustment is made between reimbursable program and direct program.

1.3.6. REPROGRAMS ABA AND ALLOTMENT. Adjusts, with approval of the FWG and/or FMB, distribution of ABA shortage by accounting activity or special request for funding by operating organization.

1.3.7. ANALYZES PROGRAM CHANGE. Analyzes and determines how a change, addition, or revision to Air National Guard program affects requirement and advises RA/RCM of result of analysis.

1.3.8. PERFORMS SPECIAL STUDY. Performs special study pertaining to forecast projection and estimate of requirement or cost projection having current or future budgetary implication as directed by ANGRC or determined necessary at base level.

1.3.9. REQUESTS SPECIAL FUNDING.

1.3.10. MONITORS CONSTRUCTION FUNDING. Monitors major construction/Real Property Management funding to ensure target is not exceeded, excess funds are turned in, and funds are used only for specified project.

1.3.11. CONDUCTS QUALITY ASSURANCE REVIEW:

1.3.11.1. REVIEWS OPERATING BUDGET LEDGER AND ALLOTMENT LEDGER. Conducts review of expense and/or obligation to ensure compliance with ANGRS Responsibility Center/Cost Center (RC/CC) standard expense application criteria by Element of Expense Investment Code and initiates corrective action.

1.3.11.2. REVIEWS LEDGER. Reviews operating budget and/or allotment ledger periodically to detect erroneous data element, advises Accounting of error detected, and ensures that the only program element and functional category used in the accounting system is the code authorized by issuing budget authority.

1.3.12. MONITORS RC/CC STRUCTURE. Monitors, with accounting activity and other staff and operating organization, RC/CC structure to effectively administer the ABA and/or allotment.

1.3.13. PREPARES MONTHLY MICRO-BUDGET ACCOUNTING SYSTEM DOWNLOAD REPORT.**1.4. PREPARES FOR AND ATTENDS FINANCIAL MEETING:**

1.4.1. NOTIFIES RA/RCM.

1.4.2. PREPARES FOR MEETING.

1.4.3. CONDUCTS FWG MEETING.

1.4.4. RECORDS FMB MEETING.

1.4.5. REVIEWS AND APPROVES MINUTES OF FWG.

1.4.6. PREPARES MINUTES OF FMB.

1.5 CONDUCTS RESOURCE MANAGEMENT SYSTEM TRAINING PROGRAM:

1.5.1. DEVELOPS TRAINING MATERIAL. Researches, drafts, reviews, and updates training outline or lesson plan, and develops chart, mock-up, or other training aid. Identifies RA/RCM requiring training.

1.5.2. PREPARES FOR TRAINING. Prepares classroom and material.

1.5.3. CONDUCTS TRAINING:

1.5.3.1. CONDUCTS INITIAL TRAINING.

1.5.3.2. CONDUCTS RECURRING TRAINING.

1.5.4. MAINTAINS TRAINING RECORD.

1.5.5. CONDUCTS STAFF ASSISTANCE VISIT:

1.5.5.1. SCHEDULES VISIT.

1.5.5.2. CONDUCTS VISIT.

1.5.5.3. DOCUMENTS VISIT.

1.5.5.4. PERFORMS FOLLOW-UP.

1.6. REVIEWS SUPPORT AGREEMENT (SA):

1.6.1. REVIEWS INITIAL AGREEMENT FOR FINANCIAL IMPACT.

1.6.2. REVIEWS SA AND SUBMITS CHANGE/REVISION.

1.7. PERFORMS FISCAL YEAR CLOSEOUT:

1.7.1. NOTIFIES CLOSEOUT COMMITTEE MEMBER.

1.7.2. PREPARES FOR MEETING.

1.7.3. CONDUCTS MEETING.

1.7.4. DOCUMENTS MEETING.

1.7.5. REVIEWS ANGRC FINANCIAL GUIDANCE. Reviews ANGRC financial guidance, establishes chart of accounts, and distributes to Commander/RA/RCM.

1.8. PROVIDES TENANT SUPPORT. Provides budgetary advice and assistance to tenant unit as required.

1.9. CONDUCTS INTERNAL CONTROL REVIEW (ICR). Conducts ICR as directed by ANGRC and prepares report.

1.10. CONDUCTS ECONOMIC ANALYSIS PROGRAM:

1.10.1. PERFORMS ECONOMIC ANALYSIS:

1.10.1.1. DETERMINES INFORMATION DESIRED FROM REQUESTER.

1.10.1.2. OBTAINS DATA.

1.10.1.3. IDENTIFIES FEASIBLE PROGRAM ALTERNATIVE.

1.10.1.4. QUANTIFIES EACH ALTERNATIVE.

1.10.1.5. ANALYZES QUANTIFIABLE AND NONQUANTIFIABLE BENEFIT OF EACH ALTERNATIVE.

1.10.2. SUBMITS ECONOMIC ANALYSIS CERTIFICATION.

1.10.3. ASSISTS OFFICE OF PRIMARY RESPONSIBILITY (OPR). Assists functional OPR in performing economic analysis.

1.11. PROVIDES DIRECTOR OF LOGISTICS SUPPORT:

1.11.1. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report, edits listing and statistical data for impact on work center status, and identifies possible trend which requires management action.

1.11.2. ADVISES RCM ON FUND STATUS. Advises RCM on status of fund, regulation governing fund, and assures financial objective is met.

1.11.3. ADVISES AUDIT AGENCY. Provides liaison or acts as focal point to audit agency.

1.11.4. MAINTAINS APPROPRIATIONS PROGRAM. Briefs personnel charged with appropriation responsibility in accordance with AFR 177-16, *Administrative Control of Appropriations*.

2. ACCOUNTING/TRAVEL:

2.1. PROVIDES TECHNICAL GUIDANCE AND ADVICE CONCERNING ACCOUNTING ACTIVITY:

2.1.1. ADVISES COMMANDER.

2.1.2. ADVISES DIRECTOR OF LOGISTICS.

2.1.3. ADVISES FINANCIAL MANAGER.

2.1.4. ADVISES GEOGRAPHICALLY SEPARATED UNIT OR ON BASE UNIT.

2.2. CONDUCTS SPECIAL PROJECT REQUESTED BY THE FINANCIAL MANAGER OF COMMANDER.

2.3. DETERMINES APPROPRIATENESS OF COMMITMENT, OBLIGATION, AND DISBURSEMENT.

2.4. EVALUATES AND MONITORS OBLIGATION. Provides continuous management report on unliquidated commitment and obligation. Ensures over obligation does not occur. Conducts daily opening and closing inquiry to ascertain current fund status.

2.4.1. PROVIDES STATUS OF FUND PRODUCT.

2.4.2. CONDUCTS DAILY OPENING AND CLOSING INQUIRY.

2.5. MAINTAINS GENERAL LEDGER FOR OPERATION AND MAINTENANCE, MILITARY PERSONNEL, AND OTHER APPROPRIATION:

2.5.1. GATHERS NECESSARY INFORMATION FROM HOST, OTHER ON BASE AGENCY, AND FROM END-OF-QUARTER OPERATING BUDGET AND ALLOTMENT LEDGER.

2.5.2. ENSURES GENERAL LEDGER ACCOUNT ACCURATELY SUMMARIZES SUBSIDIARY ACCOUNT. Audits for accuracy by analyzing check and balance built into system.

2.5.3. MAKES ADJUSTMENT TO THE CORRECT ACCOUNT.

2.5.4. PREPARES ALL SUPPORTING JOURNAL VOUCHER (JV).

2.5.5. MAKES POSTCLOSING ENTRY AFTER SUBMISSION OF END-OF-YEAR REPORT.

2.6. REVIEWS FORMAL AGREEMENT. Reviews and coordinates on formal agreement having an accounting impact.

2.6.1. REVIEWS SUPPORT AGREEMENT.

2.6.2. REVIEWS AND MAINTAINS FEDERAL OPERATIONAL AND MAINTENANCE AGREEMENT FOR CIVIL ENGINEER STATE PAY.

2.6.3. REVIEWS AND MAINTAINS STATE SECURITY CONTRACT FOR SECURITY POLICE PAY.

2.7. PERFORMS ACCOUNTS CONTROL:

2.7.1. CREATES AND MAINTAINS ACCOUNTING RECORD:

2.7.1.1. LOGS CODING OF ADDRESS.

2.7.1.2. CREATES CODING OF ADDRESS.

2.7.1.3. VALIDATES CODING OF ADDRESS.

2.7.1.4. MAINTAINS BASE VARIABLE FILE.

2.7.1.5. PROCESSES ACCOUNTING RECORD.

2.7.2. POSTS ENTRY. Posts cycle to interfund register and by-others control ledger manually and mechanically.

2.7.2.1. POSTS INTERFUND REGISTER.

2.7.2.2. POSTS BY-OTHERS CONTROL LEDGER.

2.7.3. PERFORMS FUND CONTROL:

2.7.3.1. RECORDS FUND AUTHORITY AND POSTS AND RECONCILES BUDGET TARGET TO SOURCE DOCUMENT.

2.7.3.2. MAINTAINS FUNDING DOCUMENT.

2.7.3.3. DETERMINES FUND AVAILABILITY AND MONITORS LEGAL LIMITATION.

2.7.3.4. LOGS AND AUTHORIZES USE OF OVERRIDE CODE.

2.7.3.5. LOGS AND AUTHORIZES USE OF UNIT'S FUND CITE.

2.7.4. PROCESSES ACCOUNTING TRANSACTION:

2.7.4.1. PROCESSES BY-OTHER REGISTER:

2.7.4.1.1. REVIEWS BY-OTHER REGISTER.

2.7.4.1.2. VERIFIES BY-OTHER REGISTER.

2.7.4.1.3. DISTRIBUTES BY-OTHER REGISTER.

2.7.4.2. PROCESSES INTERFUND BILLING:**2.7.4.2.1. REVIEWS INTERFUND BILLING.****2.7.4.2.2. VERIFIES INTERFUND BILLING.****2.7.4.2.3. DISTRIBUTES INTERFUND BILLING.****2.7.4.3. AUDITS DAILY APPROPRIATION SUMMARY LEDGER.****2.7.4.4. PROCESSES MATERIAL INTERFACE PRODUCT:****2.7.4.4.1. REVIEWS MATERIAL INTERFACE PRODUCT.****2.7.4.4.2. VERIFIES MATERIAL INTERFACE PRODUCT.****2.7.4.4.3. CORRECTS MATERIAL INTERFACE PRODUCT.****2.7.4.5. PREPARES JV.****2.7.4.6. BALANCES MERGE ACCOUNTABILITY FUND REPORTING (MAFR).****2.7.5. PERFORMS ANNUAL CONVERSION AND CLOSEOUT:****2.7.5.1. SCHEDULES CONVERSION ACTION.****2.7.5.2. VALIDATES PRIOR YEAR COST CENTER RECORD.****2.7.5.3. VALIDATES NEW FISCAL YEAR SKELETON RECORD.****2.7.5.4. MONITORS COMPLETION OF CLOSEOUT TRANSACTION PROCESSING.****2.7.5.5. PREPARES FINAL REPORT CERTIFICATION LETTER.****2.7.5.6. AUDITS CONVERSION ACTION.****2.7.5.7. RECONCILES CONVERSION PRODUCT.****2.7.6. PERFORMS SYSTEMS CONTROL:****2.7.6.1. SCHEDULES PRODUCT:****2.7.6.1.1. SCHEDULES PRODUCT ACCORDING TO MASTER SCHEDULE.****2.7.6.1.2. SCHEDULES CHANGE.****2.7.6.1.3. COORDINATES SCHEDULE WITH PRODUCT USER.****2.7.6.2. PREPARES REQUEST FOR PRODUCT.** Prepares control card.**2.7.6.3. RECEIVES PRODUCT.** Annotates product on input/output register or log, delivers input to Information System or Communication Center, and picks up output.

2.7.6.4. DISTRIBUTES PRODUCT. Identifies and determines product user, separates and distributes product, and files copy of product.

2.7.6.4.1. IDENTIFIES/SEPARATES/DISTRIBUTES PRODUCT.

2.7.6.4.2. FILES PRODUCT.

2.7.6.5. DEVELOPS OR MODIFIES INFORMATION RETRIEVAL. Determines necessity of product, writes retrieval, inputs and runs retrieval, and conducts training on use of retrieval.

2.7.6.5.1. DETERMINES NECESSITY OF PRODUCT.

2.7.6.5.2. LOADS/MODIFIES RETRIEVAL.

2.7.6.5.3. RUNS RETRIEVAL/MICRO-BAS.

2.7.6.5.4. CONDUCTS TRAINING ON USE OF RETRIEVAL.

2.7.6.6. CORRECTS RETRIEVAL PRODUCT. Corrects retrieval product and reinputs request.

2.7.7. PERFORMS FINANCIAL REPORTING:

2.7.7.1. PREPARES REPORT:

2.7.7.1.1. PREPARES RCS-ACF(Q)-7105, TRIAL BALANCE REPORT. Prepares proof of account, footnotes, and audits prepared trial balance.

2.7.7.1.1.1. PREPARES PROOF OF ACCOUNT.

2.7.7.1.1.2. FOOTNOTES AND AUDITS REPORT.

2.7.7.1.2. PREPARES RCS-ACF(W)-7112, BY-OTHERS ACCEPTANCE REPORT. Audits and corrects by-others report, reviews and corrects by-others edit and transmittal listing, sorts and distributes voucher, reviews by-others adjustment document, reviews by-others reject document, prepares by-others reject documentation, prepares by-others acceptance card.

2.7.7.1.2.1. AUDITS AND CORRECTS.

2.7.7.1.2.2. PREPARES REJECT DOCUMENTATION.

2.7.7.1.2.3. PREPARES ACCEPTANCE CARD.

2.7.7.1.3. PREPARES RCS-ACF(M) - 7113, MAFR.

2.7.7.1.4. PREPARES RCS-ACF(M)-1445, FLASH REPORT OF OBLIGATION STATUS.

2.7.7.1.5. PREPARES RCS-ACF(Q)-1619, PROMPT PAYMENT ACT REPORT.

2.7.7.1.6. PREPARES RCS-ACF(Q)-8108, ACCOUNTS RECEIVABLE REPORT.

2.7.7.1.7. PREPARES RCS-ACF(M)-7801, DATA BASE TRANSFER REPORT.

2.7.7.1.8. PREPARES OTHER LOCAL REPORT.

2.7.7.2. PERFORMS PRE- AND POST-AUDIT, CHECKLIST, OR REPORT.**2.8. PERFORMS COMMERCIAL SERVICES:**

2.8.1. PROCESSES COMMITMENT DOCUMENT. Reviews AF Form 9, Request for Purchase, and MIPR and inputs into computer. Determines fund availability, certifies commitment document, reviews and verifies accuracy of data and validity of request.

2.8.1.1. REVIEWS AND INPUTS DOCUMENT.**2.8.1.2. DETERMINES FUND AVAILABILITY.****2.8.1.3. CERTIFIES COMMITMENT.****2.8.1.4. REVIEWS AND VERIFIES DATA.**

2.8.2. MAINTAINS COMPUTER LISTING. Reviews, audits, balances, corrects error, and files computer listing. Verifies previous days' posting to Daily Audit Listing.

2.8.2.1. REVIEWS LISTING.**2.8.2.2. AUDITS LISTING.****2.8.2.3. BALANCES LISTING.****2.8.2.4. CORRECTS AND FILES LISTING.****2.8.2.5. VERIFIES PREVIOUS DAYS' LISTING.**

2.8.3. MAINTAINS AF FORM 616. Monitors balance, issues, posts, and reconciles AF Form 616.

2.8.3.1. MAINTAINS AF FORM 616 ISSUES FOR UNIT'S USE.**2.8.3.2. MAINTAINS AF FORM 616 RECEIVED FROM VISITING UNIT.**

2.8.4. PREPARES AF FORM 406, MISCELLANEOUS OBLIGATION REIMBURSABLE DOCUMENT. Reviews estimate from organization for recording estimate or actual obligation. Establishes, issues, and posts miscellaneous document.

2.8.4.1. REVIEWS ESTIMATE.**2.8.4.2. ESTABLISHES DOCUMENT.****2.8.4.3. POSTS DOCUMENT.****2.8.5. PROCESSES COMMERCIAL SERVICES TRANSACTION:****2.8.5.1. REVIEWS, DATE STAMPS, LOGS, DISTRIBUTES, AND POSTS COMMERCIAL SERVICES TRANSACTION:**

2.8.5.1.1. REVIEWS AND DATE STAMPS DOCUMENT. Reviews document from base contracting or buying office and stamps with date received.

2.8.5.1.2. LOGS IN DOCUMENT. Logs document in contract and purchase order log.

2.8.5.1.3. DISTRIBUTES DOCUMENT. Distributes document to accounting technician for action.

2.8.5.1.4. POSTS ACCOUNTING RECORD. Posts computer adjustment to the next stage of accountability.

2.8.5.2. ESTABLISHES DOCUMENT FILE:

2.8.5.2.1. REVIEWS, DATE STAMPS, AND FILES RECEIVING DOCUMENT. Determines if matching invoice is in contract folder.

2.8.5.2.1.1. REVIEWS AND DATE STAMPS DOCUMENT.

2.8.5.2.1.2. FILES DOCUMENT.

2.8.5.2.2. REVIEWS, DATE STAMPS, AND FILES VENDOR INVOICE. Determines if matching receiving document is in contract folder.

2.8.5.2.2.1. REVIEWS AND DATE STAMPS INVOICE.

2.8.5.2.2.2. FILES INVOICE.

2.8.5.2.3. PULLS AND MATCHES COMMERCIAL SERVICES DOCUMENTATION. Pulls and matches document when on hand and complete.

2.8.5.2.3.1. PULLS AND MATCHES PURCHASE DOCUMENT.

2.8.5.2.3.2. PULLS AND MATCHES RECEIVING DOCUMENT.

2.8.5.2.3.3. PULLS AND MATCHES VENDOR INVOICE.

2.8.5.2.4. PERFORMS INCOMPLETE DOCUMENTATION FOLLOW-UP. Performs follow-up with appropriate agency or vendor when documentation is incomplete.

2.8.5.2.5. RESPONDS TO INQUIRY. Performs research in response to inquiry.

2.8.5.2.5.1. RESPONDS TO BASE AGENCY.

2.8.5.2.5.2. RESPONDS TO VENDOR.

2.8.5.2.5.3. RESPONDS TO INSPECTOR GENERAL/AUDITOR.

2.8.5.2.5.4. RESPONDS TO DEFENSE FINANCE AND ACCOUNTING (DFAS).

2.8.5.2.6. PREPARES AND PROCESSES VOUCHER FOR PAYMENT. Validates and prepares voucher for payment to include computing cost-effective discount and interest penalty, applying freight charge, variable price reduction and late payment, and suspending voucher for payment. Ensures compliance with Prompt Payment Act. Prepares TRT or annotates document with proper address and processes entry into general accounting and finance system (GAFS) via remote terminal.

2.8.5.2.6.1. VALIDATES AND PREPARES VOUCHER.

2.8.5.2.6.2. ENSURES COMPLIANCE WITH PROMPT PAYMENT ACT.

2.8.5.2.6.3. PREPARES TRT OR ANNOTATES DOCUMENT.

2.8.5.2.7. REVIEWS AND CERTIFIES PAYMENT VOUCHER.

2.8.5.2.8. LOGS AND FILES PAYMENT. Logs payment in transmittal or appropriate log and files document.

2.8.5.2.9. PROCESSES DISBURSEMENT TRANSACTION. Processes, researches, and posts transaction and prepares TRT or annotates address on posting copy. Processes entry into GAFS via remote terminal.

2.8.5.2.9.1. PULLS AND VERIFIES SOURCE DOCUMENT.

2.8.5.2.9.2. POSTS AND INPUTS TRANSACTION.

2.8.6. RECONCILES OPEN DOCUMENT LISTING (ODL). Reconciles ODL with supporting documentation.

2.8.7. PREPARES BILLING FOR REIMBURSEMENT:

2.8.7.1. REVIEWS BILLING. Reviews Host Tenant Support Agreement and billing document received from host organization and assigns control number.

2.8.7.2. PREPARES DOCUMENTATION. Prepares SF Form 1080, Voucher for Transfers Between Appropriation and/or Funds for Government Agencies, and AF Form 819, Invoice or Claim for Nongovernment Agency.

2.8.7.2.1. PREPARES SF FORM 1080.

2.8.7.2.2. PREPARES AF FORM 819.

2.8.7.3. DISTRIBUTES BILLING.

2.8.8. MAINTAINS REIMBURSEMENT/REFUND ACCOUNTING:

2.8.8.1. PREPARES MORD. Creates document address. Reviews and records estimate and actual obligation from using organization.

2.8.8.1.1. CREATES DOCUMENT ADDRESS.

2.8.8.1.2. REVIEWS AND RECORDS ESTIMATE.

2.8.8.1.3. REVIEWS AND RECORDS ACTUAL OBLIGATION.

2.8.8.2. INPUTS DATA INTO COMPUTER.

2.8.8.3. SUSPENSES UNPAID BILL.

2.8.8.4. PERFORMS FOLLOW-UP. Reviews delinquent account and forwards late notice.

2.8.8.5. FORWARDS UNCOLLECTABLE ACCOUNT TO DFAS.

2.8.8.6. COLLECTS PAYMENT. Logs in check, prepares DD Form 1131, Cash Collection Voucher, and forwards to host Accounting and Finance Office (AFO).

2.8.8.6.1. LOGS IN CHECK.

2.8.8.6.2. PREPARES DD FORM 1131.

2.8.8.6.3. FORWARDS TO HOST AFO.

2.8.8.7. PREPARES TRT AND POSTS TO GAFS.

2.8.9. REIMBURSES HOST FOR VEHICLE INFORMATION MANAGEMENT SYSTEM (VIMS) AND PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) SERVICES:

2.8.9.1. REIMBURSES HOST FOR VIMS.

2.8.9.2. REIMBURSES HOST FOR PMEL.

2.9. PERFORMS MATERIAL ACCOUNTING:

2.9.1. PERFORMS GENERAL/SYSTEM SUPPORT ACCOUNTING:

2.9.1.1. PROCESSES INTERFUND BILLING TRANSACTION. Prepares TRT and posts to GAFS.

2.9.1.2. FILES TRANSACTION. Files transaction in interfund billing paid file.

2.9.2. PROCESSES BY-OTHERS TRANSACTION. Processes, researches, and posts by-others transaction, and prepares TRT or annotates address on posting copy. Processes entry into GAFS via remote terminal.

2.9.2.1. PROCESSES TRANSACTION.

2.9.2.2. RESEARCHES INFORMATION.

2.9.2.3. POSTS TRANSACTION.

2.9.2.4. PREPARES TRT OR ANNOTATES ADDRESS.

2.9.3. PROCESSES ACCOUNTING AND FINANCE MONETARY LOAD/CHANGE/DELETE/ADJUSTMENT:

2.9.3.1. MAINTAINS AF FORM 1269, REQUEST FOR LOAD/CHANGE IN FUND TARGET.

2.9.3.2. PREPARES INPUT TO UPDATE ACCOUNTING/SUPPLY RECORD.

2.9.3.3. MONITORS ADJUSTMENT UPDATE.

2.9.4. RECONCILES ODL. Reconciles ODL with supporting document and opens active file.

2.9.5. PERFORMS PERIODIC RECONCILIATION BETWEEN STANDARD BASE SUPPLY SYSTEM AND GAFS.

2.9.6. RECONCILES SUPPLY INVESTMENT LISTING TO GAFS.

2.9.7. PREPARES TRT AND POSTS SF 1080, VOUCHER FOR TRANSFER BETWEEN APPROPRIATIONS AND/OR FUNDS:

2.9.7.1. PREPARES SUPPLY PAYMENT.

2.9.7.2. PREPARES MEDICAL/DENTAL PAYMENT.

2.9.7.3. PREPARES OTHER OFF-LINE PAYMENT.

2.10. PERFORMS TRAVEL PAY AND ACCOUNTING:

2.10.1 PROCESSES AUTOMATED/MANUAL TRAVEL ORDER:

2.10.1.1. PREVIEWS ORDER. Previews, prints, and estimates cost of travel order.

2.10.1.2. DETERMINES FUND AVAILABILITY.

2.10.1.3. CERTIFIES FUND CITE.

2.10.2. PROCESSES TRAVEL VOUCHER:

2.10.2.1. PROCESSES ADVANCE TRAVEL VOUCHER. Determines per diem and entitlement. Computes advance travel pay and forwards to host AFO.

2.10.2.1.1. COMPUTES/DETERMINES PER DIEM AND ENTITLEMENT.

2.10.2.1.2. PREPARES ADVANCE TRAVEL PAY.

2.10.2.1.3. LOGS IN AND FORWARDS TO HOST AFO.

2.10.2.2. REVIEWS TRAVEL VOUCHER FOR ADMINISTRATIVE ACCURACY. Reviews Temporary duty and Permanent Change of Station travel voucher for accrued and completed travel for civilian and military employees, ensures travel advance is declared, all documentation is attached, and voucher is signed.

2.10.2.3. COMPUTES TRAVEL VOUCHER. Computes cost comparison, determines entitlement due, and enters amount payable for per diem, lodging, mileage or transportation allowance, and reimbursable expense. Reviews voucher to determine appropriate leave charge and forwards AF form 985, Report of Travel Time/Leave (JUMPS), to Military Pay, if applicable.

2.10.2.3.1. COMPUTES ENTITLEMENT.

2.10.2.3.2. DETERMINES MILITARY LEAVE CHARGEABLE.

2.10.2.3.3. FORWARDS COPY OF TRAVEL VOUCHER TO MILITARY/CIVILIAN PAY AS REQUIRED.

2.10.2.4. LOGS AND FILES VOUCHER. Logs voucher in transmittal or appropriate log and files voucher. Submits voucher to host for payment.

2.10.2.4.1. LOGS IN VOUCHER AND FORWARDS TO HOST AFO.

2.10.2.4.2. FILES VOUCHER.

2.10.2.5. PROCESSES DOUBTFUL CLAIM. Reviews and prepares documentation on doubtful travel claim and submits to supporting AFO/DFAS for determination.

2.10.2.5.1. REVIEWS AND PREPARES DOCUMENTATION.

2.10.2.5.2. SUBMITS TO SUPPORTING AFO/DFAS FOR DETERMINATION.

2.10.2.6. PROCESSES COLLECTION OF AMOUNT DUE. Notifies traveler of amount due, prepares cash collection voucher or pay adjustment authorization, maintains suspense file, and forwards computed travel voucher to host AFO for processing.

2.10.2.6.1. NOTIFIES TRAVELER.

2.10.2.6.2. PREPARES COLLECTION VOUCHER.

2.10.2.6.3. MAINTAINS SUSPENSE FILE.

2.10.2.6.4. FORWARDS TO HOST AFO.

2.10.2.6.5. PREPARES DD FORM 139, PAY ADJUSTMENT AUTHORIZATION.

2.10.2.7. FOLLOWS-UP ON OUTSTANDING ACCOUNT. Performs follow-up on advance payment and outstanding travel account to ensure prompt settlement.

2.10.3. PERFORMS TRAVEL ACCOUNTING:

2.10.3.1. RECONCILES ODL. Reconciles ODL with supporting document and open active file.

2.10.3.2. PREPARES AND POSTS TRAVEL TRANSACTIONS THROUGH ALL STAGES OF ACCOUNTING.

2.10.3.3. PROCESSES BY-OTHERS CYCLE. Processes, researches, and posts by-others transaction and prepares TRT or annotates address on posting copy. Processes entry into general accounting system.

2.10.3.3.1. PROCESSES TRANSACTION.

2.10.3.3.2. RESEARCHES INFORMATION.

2.10.3.4. PROCESSES SCHEDULED AIRLINE TRAFFIC OFFICE BILLING:

2.10.3.4.1. REVIEWS VOUCHER. Reviews SF Form 1113, Public Voucher for Transportation charges from Commercial Travel and/or Traffic Management Office.

2.10.3.4.2. PREPARES VOUCHER FOR PAYMENT.

2.10.3.5. RESPONDS TO CUSTOMER INQUIRY:

2.10.3.5.1. RESPONDS TO TELEPHONE INQUIRY.

2.10.3.5.2. RESPONDS TO IN-PERSON INQUIRY.

2.10.3.6. ADMINISTERS DINERS CLUB CARD PROGRAM.

2.11. PREPARES RESPONSE TO AUDIT ITEM.**3. PAY AND ENTITLEMENTS:****3.1. PROVIDES INFORMATION SERVICE:****3.1.1. PROVIDES INFORMATION REQUESTED BY LEGITIMATE SOURCE:****3.1.1.1. PROVIDES INFORMATION REQUESTED BY BASE LEVEL MANAGEMENT.****3.1.1.2. PROVIDES INFORMATION REQUESTED BY MAJOR COMMAND.****3.1.1.3. PROVIDES INFORMATION REQUESTED BY OTHER MILITARY AGENCY.****3.1.1.4. PROVIDES INFORMATION REQUESTED BY AUTHORIZED CIVILIAN AGENCY.****3.1.2. PROVIDES TECHNICAL BRIEFING AND ASSISTANCE.** Provides technical briefing and assistance concerning the Pay function.**3.1.2.1. BRIEFS AND ASSISTS THE DIRECTOR OF LOGISTICS.****3.1.2.2. BRIEFS AND ASSISTS SUPPORTED UNIT.****3.1.2.3. BRIEFS AND ASSISTS WORK CENTER SUPERVISOR.****3.1.2.4. BRIEFS AND ASSISTS INDIVIDUAL.****3.1.2.5. BRIEFS INSPECTION TEAM, INCLUDING BASE AGENCY.****3.1.3. RESOLVES DIRECT DEPOSIT PROBLEM WITH FINANCIAL ORGANIZATION.****3.2. COORDINATES SA WITH MILITARY PAY IMPACT.****3.3. PROCESSES MILITARY PAY:****3.3.1. PROVIDES CUSTOMER SERVICE TO MEMBER.** Responds to written, telephone, or in person request for information.**3.3.1.1. ASSISTS MEMBER IN PREPARATION OF FORM.** Assists member in preparation of required documentation/form.**3.3.1.1.1. ASSISTS MEMBER IN PREPARATION OF SF 1199A, DIRECT DEPOSIT SIGN-UP FORM.****3.3.1.1.2. ASSISTS MEMBER IN PREPARATION OF AF FORM 594, APPLICATION AND AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS.****3.3.1.1.3. ASSISTS MEMBER IN PREPARATION OF AF FORM 1745, ADDRESS CHANGE FORM.****3.3.1.1.4. ASSISTS MEMBER IN PREPARATION OF TD FORM W-4, EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE.****3.3.1.1.5. ASSISTS MEMBER IN PREPARATION OF DD FORM 1561, STATEMENT TO SUBSTANTIATE PAYMENT OF FAMILY SEPARATION ALLOWANCE.**

3.3.1.1.6. ASSISTS MEMBER IN PREPARATION OF DD FORM 2558, AUTHORIZATION TO START, STOP, OR CHANGE ALLOTMENT FOR ACTIVE DUTY OR RETIRED PERSONNEL.

3.3.1.1.7. ASSISTS MEMBER IN PREPARATION OF DD FORM 2559, AUTHORIZATION TO START, STOP, OR CHANGE ALLOTMENT FOR BOND.

3.3.1.1.8. ASSISTS MEMBER IN PREPARATION OF DD FORM 137, APPLICATION FOR BASIC ALLOWANCE FOR QUARTERS FOR MEMBERS WITH DEPENDENTS.

3.3.1.1.9. ASSISTS MEMBER IN PREPARATION OF STATE SPONSORED LIFE INSURANCE FORM.

3.3.1.1.10. ASSISTS MEMBER IN PREPARATION OF AF FORM 1969, OFFICERS UNIFORM ALLOWANCE CERTIFICATION.

3.3.1.1.11. ASSISTS MEMBER IN PREPARATION OF STATE/LOCAL TAX FORM.

3.3.1.1.12. ASSISTS MEMBER IN PREPARATION OF AF FORM 987, RECERTIFICATION STATEMENT.

3.3.1.1.13. ASSISTS MEMBER IN PREPARATION OF AF FORM 988, LEAVE REQUEST/AUTHORIZATION.

3.3.1.2. RESOLVES PAY INQUIRY FROM MEMBER CONCERNING LEAVE AND EARNING STATEMENT.

3.3.1.3. PROVIDES PROJECTED PAY DATE INFORMATION TO MEMBERS BASED UPON INPUT DATE.

3.3.1.4. PROVIDES INFORMATION TO MEMBER CONCERNING PAY ENTITLEMENT:

3.3.1.4.1. PROVIDES INFORMATION FOR ANNUAL FIELD TRAINING.

3.3.1.4.2. PROVIDES INFORMATION FOR TDY MORE THAN 30 DAYS.

3.3.1.4.3. PROVIDES INFORMATION FOR PERMANENT CHANGE OF STATION TOUR.

3.3.2. PROCESSES INPUT TRANSACTION:

3.3.2.1. PROCESSES JUMPS ACTIVE GUARD RESERVE (AGR) DOCUMENT (EXCLUDING LEAVE):

3.3.2.1.1. RECEIVES SOURCE DOCUMENT. Receives source document from outside source (initial order, promotion, tour extension, etc.) or assists member in preparing source document (tax withholding, BAQ/VHA entitlement, direct deposit/allotments, etc).

3.3.2.1.2. PROCESSES SOURCE DOCUMENT. Reviews document for accuracy and completion error. Returns incomplete document for correction. For document input by the host AFO, prepares a document transmittal (AF Form 1373) and forwards to host AFO.

3.3.2.1.2.1. PROCESSES BASIC ALLOWANCE FOR QUARTERS.

3.3.2.1.2.2. PROCESSES BASIC ALLOWANCE FOR SUBSISTENCE.

3.3.2.1.2.3. PROCESSES FAMILY SEPARATION ALLOWANCE.

3.3.2.1.2.4. PROCESSES AVIATION CAREER INCENTIVE PAY.

3.3.2.1.2.5. PROCESSES HOSTILE FIRE PAY.

3.3.2.1.2.6. PROCESSES VARIABLE HOUSING ALLOWANCE/VHA OFFSET.

3.3.2.1.2.7. PROCESSES OFFICER UNIFORM ALLOWANCE.

3.3.2.1.2.8. PROCESSES LEAVE ACCRUAL AND PAYMENT ENTITLEMENT.

3.3.2.1.3. REVIEWS DAILY REGISTER OF TRANSACTION.

3.3.2.2. PREPARES SUBMISSION LISTING.

3.3.3. DETERMINES AGR JUMPS LEAVE AUTHORIZATION:

3.3.3.1. MAINTAINS AGR LEAVE CONTROL LOG.

3.3.3.2. ISSUES LEAVE NUMBER FOR USE ON AF FORM 988.

3.3.3.3. REVIEWS DAILY REGISTER OF TRANSACTION. Reviews daily register of transaction to ensure all leave is charged properly.

3.3.3.4. ESTABLISHES SUSPENSE FILE FOR AF FORM 988, PART III.

3.3.3.5. TRANSMITS CORRECTED OR CANCELED AF FORM 988, PART III, TO HOST AFO FOR FURTHER INPUT.

3.3.4. MAINTAINS ACCOUNTS RECEIVABLE PROGRAM:

3.3.4.1. DETERMINES OVERPAYMENT OF PAY/ALLOWANCE AND EXCESS LEAVE:

3.3.4.1.1. NOTIFIES MEMBER OF INDEBTEDNESS.

3.3.4.1.2. COUNSELS MEMBER ON OPTIONS.

3.3.4.1.3. INPUTS DEBT TRANSACTION TO MEMBER MASTER MILITARY PAY ACCOUNT.

3.3.4.2. CONDUCTS ADVANCE/PARTIAL PAY REPORTING:

3.3.4.2.1. AUTHORIZES AND COORDINATES PAYMENT WITH DISBURSING STATION.

3.3.4.2.2. MAINTAINS DEBT CONTROL LOG.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Financial Management/FAC 1500TC			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Financial Mgmt & Svs	672XX	AGR	2								
TOTAL			2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											